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CENTRAL INTELLIGENCE AGENCY REGULATION

NUMBER  

14 July 1951

## 6. RECORDS MANAGEMENT

A. There is established a Records Management Program for CIA which covers, but is not necessarily restricted to:

- (1) The identification of vital materials and their movement to a repository for safe keeping.
- (2) Development of disposal lists for all file series to provide for their systematic retirement.
- (3) Inventories of all files and filing equipment to determine the volume, types, filing arrangement, record character and retention periods for documents and the quantity, value and effectiveness of use of filing equipment and space occupied by files.
- (4) Standardization of filing systems, filing equipment and procedures for the maintenance of files.
- (5) Records Management surveys to promote efficient operations relating to records.
- (6) Recommendations for labor-saving devices to assist in reducing the cost of preparation and storage of records.
- (7) Training courses for Area Records Officers and Record Analysts.
- (8) Development of microfilming projects for records which lend themselves to the process for the reduction of space required for storage.
- (9) Advice on other matters relating to records, including procedures for the downgrading of security classification of documents.

### B. Definitions

#### (1) Record Material

Records of CIA are defined to include all books, papers, maps, photographs, films, recordings or other documentary material regardless of physical form or characteristics, made or received by any portion of CIA in pursuance of Federal law or in connection with the transaction of public business and preserved or appropriated for preservation by CIA or its legitimate successor as evidence of the organization, functions, policies, personnel, decisions, procedures, financial or legal transactions, operations or other activities or because of the informational value of data contained therein.

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(2) Nonrecord Material

Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stocks of publications and of processed documents are not included within the definition of the word "record" as used in this Regulation. "Records" and "record material" may be used interchangeably.

(3) Vital Material

Vital Materials are those specific items in the possession of CIA which are essential to the Agency on a continuing basis and which, in the event of destruction, would constitute a serious or irreplaceable loss.

C. Responsibilities

- (1) The Advisor for Management will provide policy advice and general guidance.
- (2) The Chief, Administrative Services is responsible for the administration of the Records Management Program and will:
  - (a) Designate offices of record at points of use to contain record copies on matters of primary interest.
  - (b) Establish and operate a records center to provide storage for non-current, semi-active and archival material and a repository for vital material.
  - (c) Authorize the ultimate disposition of CIA records to the National Archives.
  - (d) Designate a CIA Records Officer to formulate, define and review progress of the various program phases.
- (3) Each Office head will designate in writing to the Chief, Administrative Services an Area Records Officer, preferably grade GS-11 or higher, who will have the responsibility for maintaining an internal records program.
- (4) The CIA Records Officer will serve as the CIA Archivist and as the CIA Liaison to the National Archives, General Services Administration, and other agencies on records problems.
- (5) Storage maintenance and indexing of all vital material received at the repository will be the responsibility of the chief of the field installation where the repository is located.

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Deputy Director /  
(Administration)

Effective: 14 July 1951  
Rescind : Pages 1-2 of   
1 April 1951

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